

October 6, 2015  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 6, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person or via phone were: Commissioners Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; Kathy Marsh, James Jorgensen, JinYeene Neumann, Jed Rhubee, Kathy Kretsch, and Rahn Larson. Absent were: Commissioner Tom Appel and County Attorney Nick Anderson.

Motion by Schmidt, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Gravley, unanimous vote to approve the minutes of the September 15, 2015 meeting.

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James Jorgensen, Chief Deputy Sheriff, presented two quotes for the purchase of a track kit for the Arctic Cat Side-by-Side. Jorgensen stated that \$4,597.00 of this purchase will be funded by the State OHV grant the Sheriff's Department received. The quotes were as follows: Windom Farm Service - \$4,790.00 and Kibble Equipment - \$5,199.00. Motion by Stevens, second by Schmidt, unanimous vote to accept quote from Windom Farm Service for the purchase of a track kit in the amount of \$4,790.00.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann informed the board of paperwork she received from Gopher State One Call for the county to be set up as a utility as we own fiber line between the Courthouse and Law Enforcement Center. After much discussion, the Auditor/Treasurer will fill out the paperwork and the Coordinator's office will take calls for locating if someone would be digging along the county fiber line.

Neumann presented Snow Removal Agreements with the cities of Mountain Lake, Westbrook, and Jeffers. Motion by Schmidt, second by Stevens, unanimous vote to approve the agreements with the cities of Mountain Lake, Westbrook, and Jeffers for the snow removal on municipal CSAHs located within the city limits of the respective towns.

Neumann informed the board that she was contacted by Karla Ihns, DNR, because the DNR wanted to make some minor language changes to the lease regarding the county maintaining the roads and bathrooms at Talcot Park and that they had miscalculated the lease payment by \$95. The total payment should be \$615 per year. Motion by Schmidt, second by Stevens, unanimous vote to approve paying the DNR an additional \$95 per year, for a total of \$615 per year, and the minor language changes to the lease.

Neumann informed the board that Rose Hill Township has agreed to purchase the Storden Highway Shop for \$55,000 and lease the county space for the recycling shed for \$1 per year for 15 years. Motion by Gravley, second by Schmidt, unanimous vote to enter in to a contract with Rose Hill Township for the sale of the Storden Highway Shop with a sale price of \$55,000. Motion by Stevens, second by Schmidt, unanimous vote to enter in to a lease with Rose Hill Township for parking

lot space for a recycling shed contingent on the payment being a one-time payment of up to \$15.

Motion by Gravley, second by Schmidt, unanimous vote to approve the cancellation of the lease between the MN Department of Transportation and Cottonwood County for space in the Jeffers Highway Shop.

Neumann informed the board that we received a grant in the amount of \$20,034 from Gametime for playground equipment for Talcot Park. The remaining balance of \$30,145.82 for the playground equipment would be paid out of the Parks budget. Motion by Gravley, second by Schmidt, unanimous vote to accept the grant from Gametime in the amount of \$20,034 and purchase the Challenge Canyon and Primetime Swing from Gametime. Jed Rhubee, Assistant Highway Maintenance Supervisor, informed the board that the playground equipment currently at Talcot Park would be moved to Dutch Charlie Park.

Neumann presented a hand out showing the past seven year's electrical expenses for the Windom Highway Shop for the months of July, August, and September.

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Kathy Kretsch, County Recorder, met with the board to discuss a few items. Kretsch presented two quotes for a document scanner in her office: SHI - \$2,306 and CDW-G - \$2,315.72. Motion by Schmidt, second by Stevens, unanimous vote to accept the quote from SHI for a document scanner in the amount of \$2,306.

Motion by Stevens, second by Schmidt, unanimous vote to accept the Unallocated Fund Committee By-Laws as presented. Kretsch and the Auditor/Treasurer should discuss which budget line in the Recorder's budget would be the best for these funds.

Kretsch informed the board that the Recorder's office has gotten much busier due to more responsibilities with drivers licensing. Kretsch would like to hire a part-time employee to work two days a week. Motion by Stevens, second by Schmidt, unanimous vote to advertise for a part-time employee to work in the Recorder's office two days per week at Step 1 on the Deputy Recorder wage scale (\$15.79).

Kretsch informed the board that she would have to do some re-arranging of her office and would have to purchase a desktop, chair, and computer. Motion by Gravley, second by Stevens, unanimous vote to allow the County Recorder to purchase a desktop and furniture to match the existing furniture in the office.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Schmidt, unanimous vote to approve payment in the amount of \$2,554.48 to MSpace, Inc. for Video Conference Maintenance Agreement for the Cisco Edge95 video conference system located at the Law Enforcement Center.

Thongvivong presented quotes from Scott's Snow Removal and Dan Benz for snow removal for the upcoming winter season for DVHHS Human Services Building, DVHHS Community Health Building and North 71 Office Building. Quotes are filed in the County Coordinator's office. Motion by Schmidt, second by Stevens, unanimous vote to accept quotes from Scott's Snow Removal and Dan Benz for 2015-2016 snow removal services for the DVHHS Human Services Building, DVHHS Community Health Building and North 71 Office Building as presented.

Thongvivong presented renewal rates for the Retiree Group Medicare Coverage. Motion by Gravley, second by Stevens, unanimous vote to renew the plans offered to retirees: Group Platinum Blue Plan A, Group Senior Gold, and Group MedicareBlue Rx (\$0/\$20/\$40/\$60/25%).

Motion by Stevens, second by Gravley, unanimous vote to move Roger Ambrose to permanent status as Parks Technician/Heavy Equipment Operator, effective October 13, 2015.

Motion by Schmidt, second by Stevens, unanimous vote to hire Dannial Myers, Lisa Larson, and Haleasha Kimmer as part-time jailer/dispatchers at \$15.63 per hour after successful completion of all hiring requirements.

Motion by Stevens, second by Gravley, unanimous vote to hire Paul Johnson as full-time Emergency Management Director at \$23.85 per hour after successful completion of all hiring requirements.

Motion by Schmidt, second by Stevens, unanimous vote to post internally and advertise, if necessary, for a full-time Jailer/Dispatcher.

Motion by Schmidt, second by Gravley, unanimous vote to approve the Natural Resources Block Grant Agreement in the amount of \$50,050 and allow the chairman to sign the agreement.

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Motion by Gravley, second by Stevens, unanimous vote to approve October warrants as follows:

County Revenue Fund	\$102,202.16
Long Term Capital Outlay	\$ 1,599.10
County Building Fund	\$ 23,325.00
Ditch Fund	\$ 1,431.24
County Revenue Fund	\$ 236.45
Road & Bridge Fund	\$ 85,490.40
Waste Abatement/SCORE	\$ 739.60
Landfill Enterprise Fund	<u>\$ 3,642.24</u>
	\$218,666.19

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Commissioner Gravley updated the board on the DVHHS finance meeting she attended.

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Motion by Schmidt, second by Gravley, unanimous vote to close the meeting at 10:24 a.m. to discuss strategy for labor negotiations. Present for the closed session were: Commissioners Holmen, Stevens, Schmidt, and Gravley; Kelly Thongvivong, Jan Johnson, and Kathy Marsh.

Motion by Gravley, second by Schmidt, unanimous vote to open the closed session at 10:45 a.m.

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There being no further business, the meeting was adjourned at 10:45 a.m.

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Jan Johnson, Auditor/Treasurer

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Norman Holmen, Board Chairman

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Kelly Thongvivong, County Coordinator